

# Retention and Classification Report

**Agency:** Department of Employment Security. Labor Market Information  
and Research Section (333)  
140 East 300 South  
Salt Lake City, UT 84111  
801-526-9655

**Records Officer** Kent Naisbitt

04917 \*Affirmative action information reports  
22139 \*Child care workforce surveys  
22140 Employer satisfaction surveys  
05534 \*General Aptitude Test regional research projects  
23026 Job outlook reports  
22133 Job seekers satisfaction surveys  
23035 \*Occupational employment survey  
22138 Service provider surveys  
06232 \*Seven-year follow-up vocational ability testing research stu  
25100 \*State Employment Security Act Automated Management Sys  
84123 Targeted jobs tax credit certification files  
06288 \*Utah test research materials  
06233 \*Washington State test research materials and sample data

**AGENCY:** Department of Workforce Services. Workforce Information Services Section

**SERIES:** 4917

3

**TITLE:** Affirmative action information reports

**DATES:** 1976-1989.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These reports were prepared by the Department of Employment Security to assist employers in establishing written affirmative action goals for women and minority groups. The reports contain information pertaining to population, labor force characteristics, and minority organizations.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 06/22/2010

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1976 and continuing to the present. Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical  
Publications document agency history and functions.

**AGENCY:** Department of Workforce Services. Workforce Information Services  
Section

**SERIES:** 4917

**TITLE:** Affirmative action information reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Workforce Services. Workforce Information Services Section

**SERIES:** 22139

3

**TITLE:** Child care workforce surveys

**DATES:** 1999.

**ARRANGEMENT:** Numerical by provider number

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

This survey was conducted in 1999 to gather information regarding the characteristics of child care providers. The survey was used to determine state payment amounts for child care services. Information may include type of center, financial information, services provided, etc. The information is compiled into an annual report retained permanently.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 12/1999

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 months and then transfer to State Records Center. Retain in State Records Center for 33 months and then destroy.

**AGENCY:** Department of Workforce Services. Workforce Information Services  
Section

**SERIES:** 22139

**TITLE:** Child care workforce surveys

(continued)

**APPRAISAL:**

Administrative

This survey was conducted in 1999 to gather information regarding the characteristics of child care providers. The survey was used to determine state payment amounts for child care services. Information may include type of center, financial information, services provided, etc. The information is compiled into an annual report retained permanently.

**AGENCY:** Department of Workforce Services. Workforce Information Services Section

**SERIES:** 22140

1

**TITLE:** Employer satisfaction surveys

**DATES:** 1997-

**ARRANGEMENT:** Chronological by data entry batch number

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

This survey documents the level of employer satisfaction with the services provided by the Department. The survey is conducted annually. Information may include type of employer and individual ratings of satisfaction with services provided by the Department to the employment providers. The information is compiled into an annual report which is retained permanently.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 months and then transfer to State Records Center. Retain in State Records Center for 33 months and then destroy.

**APPRAISAL:**

Administrative

This survey documents the level of employer satisfaction with the services provided by the Department. The survey is conducted annually. Information may include type of employer and individual ratings of satisfaction with services provided by the Department to the employment providers. The information is compiled into an annual report which is retained permanently.

**AGENCY:** Department of Workforce Services. Workforce Information Services  
Section

**SERIES:** 22140

**TITLE:** Employer satisfaction surveys

(continued)

**AGENCY:** Department of Workforce Services. Workforce Information Services  
Section

**SERIES:** 5534

3

**TITLE:** General Aptitude Test regional research projects

**DATES:** 1950-1980.

**ARRANGEMENT:** Alphabetical by project name

**TOTAL VOLUME:** 32.00 cubic feet.

**DESCRIPTION:**

Records created by agency administration to document the research, creation and application of agency programs, policies and procedures. May include correspondence, policy and program case files, and executive files documenting leadership roles and decision making processes.

**RETENTION:**

Retain 20 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 24.

**AUTHORIZED:** 06/17/2013

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical

This disposition is based upon the potential research value in documenting the history of vocational testing such as the General Aptitude Test Battery as well as Utah's participation in the research project.



**AGENCY:** Department of Workforce Services. Workforce Information Services  
Section

**SERIES:** 5534

**TITLE:** General Aptitude Test regional research projects

(continued)

**PRIMARY CLASSIFICATION:**  
Public

**AGENCY:** Department of Workforce Services. Workforce Information Services Section

**SERIES:** 23026

3

**TITLE:** Job outlook reports

**DATES:** 1977-

**ARRANGEMENT:** Chronological

**TOTAL VOLUME:**

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 05/24/2011

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical

This series contains data created by the Department of Workforce Services, Workforce Information Division, which contain occupational employment projections. The purpose of the data/documents is to provide labor market information on the projected demand for various common occupations in Utah. It is for the use of job seekers, employment counselors, educational planners and administrators and legislators. The information pertains to projected employment by occupation, job outlook, top occupations, employment trends, and general training levels of

**AGENCY:** Department of Workforce Services. Workforce Information Services  
Section

**SERIES:** 23026

**TITLE:** Job outlook reports

(continued)

jobs.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Workforce Services. Workforce Information Services Section

**SERIES:** 22133

3

**TITLE:** Job seekers satisfaction surveys

**DATES:** 1997-

**ARRANGEMENT:** Alphabetical by Employment Center

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

This survey documents the level of the satisfaction of clients with the employment centers. The survey is conducted annually and is used to improve customer service. Information may include the type of service received by the client, degree of satisfaction in customer service areas such as response time, etc. The information is compiled into an annual report which is retained permanently.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 12/1999

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 months and then transfer to State Records Center. Retain in State Records Center for 33 months and then destroy.

**AGENCY:** Department of Workforce Services. Workforce Information Services  
Section

**SERIES:** 22133

**TITLE:** Job seekers satisfaction surveys

(continued)

**APPRAISAL:**

Administrative

This survey documents the level of the satisfaction of clients with the employment centers. The survey is conducted annually and is used to improve customer service. Information may include the type of service received by the client, degree of satisfaction in customer service areas such as response time, etc. The information is compiled into an annual report which is retained permanently.

**AGENCY:** Department of Workforce Services. Workforce Information Services  
Section

**SERIES:** 23035

1

**TITLE:** Occupational employment survey

**DATES:** 1988.

**ARRANGEMENT:** Numerical by survey number

**TOTAL VOLUME:** 8.00 cubic feet.

**DESCRIPTION:**

This annual survey gathers statistical wage data for Utah, by occupation. The survey is completed by a sample of employers throughout the state. Information includes the Occupational Employment Statistics (OES) code, occupational title, and wages (may be entry, average, median and middle range wages). Data in this series is published annually.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Department of Workforce Services. Workforce Information Services  
Section

**SERIES:** 23035

**TITLE:** Occupational employment survey

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Workforce Services. Workforce Information Services  
Section  
**SERIES:** 22138 3  
**TITLE:** Service provider surveys  
**DATES:** 1997-  
**ARRANGEMENT:** Chronological, thereunder alphabetical by region and employment  
center  
**ANNUAL ACCUMULATION:** 2.00 cubic feet.  
**DESCRIPTION:**

This survey documents the level of satisfaction with service providers used by the employment centers. Information may include the type of service received by the client, individual ratings of satisfaction with services provided by the service providers, etc. The survey is conducted annually and is used to help improve the service being provided to clients. The information is compiled into an annual report which is retained permanently.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 12/1999

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 months and then transfer to State Records Center. Retain in State Records Center for 33 months and then destroy.



**AGENCY:** Department of Workforce Services. Workforce Information Services  
Section

**SERIES:** 22138

**TITLE:** Service provider surveys

(continued)

**APPRAISAL:**

Administrative

This survey documents the level of satisfaction with service providers used by the employment centers. Information may include the type of service received by the client, individual ratings of satisfaction with services provided by the service providers, etc. The survey is conducted annually and is used to help improve the service being provided to clients. The information is compiled into an annual report which is retained permanently.

**AGENCY:** Department of Workforce Services. Workforce Information Services Section

**SERIES:** 6232

3

**TITLE:** Seven-year follow-up vocational ability testing research study

**DATES:** 1942-1988.

**ARRANGEMENT:** Alphabetical by state

**TOTAL VOLUME:** 15.00 cubic feet.

**DESCRIPTION:**

These records were created by the state employment offices of 19 states. This project was a national research study to collect research data to be used in refining vocational ability tests, such as the 12 components of the General Aptitude Test Battery (G.A.T.B.). The information was collected at job sites and secondary education/vocational training institutions around the country. The information collected contains: name; social security number; address; family information; employment information; copies of college transcripts; and job performance rating forms.

**RETENTION:**

Retain 1 year.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/1999

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after completion of project and then transfer to State Archives with authority to weed.

**AGENCY:** Department of Workforce Services. Workforce Information Services  
Section

**SERIES:** 6232

**TITLE:** Seven-year follow-up vocational ability testing research study

(continued)

**APPRAISAL:**

Administrative Historical

This disposition is based on the historical value of these  
records in documenting trends in vocational testing.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Workforce Information Services Section

**SERIES:** 25100

3

**TITLE:** State Employment Security Act Automated Management System

**DATES:** 1990-1999.

**ARRANGEMENT:** Chronological by report date.

**TOTAL VOLUME:** 6.00 cubic feet.

**DESCRIPTION:**

These records are microfiche generated by the Utah Department of Employment Security and the Department of Workforce Services. This microfiche is the only, and original copy of employment exchange data from 1990 to 1999. These records are reports generated for the State Employment security Act Automated Management System (SAMS). These reports were generated on a monthly basis for program management purposes. These reports contain demographic information and statistics of the number of people that registered with Job Service or Workforce Services, number of job orders placed by employers, number of job openings reported to the Department, and number of job referrals made by the Department.

**RETENTION:**

Retain 8 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfiche master: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

**AGENCY:** Department of Workforce Services. Workforce Information Services  
Section

**SERIES:** 25100

**TITLE:** State Employment Security Act Automated Management System

(continued)

**APPRAISAL:**

Administrative

This disposition is based upon administrative needs expressed by  
the agency.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Workforce Services. Workforce Information Services Section

**SERIES:** 84123

3

**TITLE:** Targeted jobs tax credit certification files

**DATES:** 1981-

**ARRANGEMENT:** Alphabetical by employer name

**ANNUAL ACCUMULATION:** 10.00 cubic feet.

**DESCRIPTION:**

This record documents certification of individuals under the federally funded Targeted Jobs Tax Credit (TJTC) program administered by Employment Security. This program enables employers to receive tax credit by employing individuals who meet certification qualifications. Potential eligibility is based on nine different targeted groups: general assistance recipients; handicapped individuals referred by state vocational rehabilitation services or the Veterans Administration; Supplemental Security Income recipients; Vietnam-era veterans who are economically disadvantaged; certain ex-offenders; youth, 18-22, from economically disadvantaged families; youth, 16-19, who are economically disadvantaged and participating in an approved cooperative education program; work incentive (WIN) participants and recipients of aid to families with dependent children (AFDC); and economically disadvantaged summer employees, 16-17 years of age, who have never before worked for an employer and who work for up to 90 days between May 1 and September 15th. The file contains: applicant characteristics form, tax credit eligibility statement, employment eligibility verification form, employer request for TJTC certification, employer tax credit voucher, and any supporting documentation or correspondence pertaining to TJTC eligibility criteria or certification, including letters of request and letters of denial. Until all materials are received on an applicant, pending files are created and arranged numerically by the last four digits of the social security number. Once processed they are filed alphabetically.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1991

**AGENCY:** Department of Workforce Services. Workforce Information Services  
Section

**SERIES:** 84123

**TITLE:** Targeted jobs tax credit certification files

(continued)

#### **FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after certification date, or issue date if not certified and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

#### **APPRAISAL:**

Fiscal

Retention is based on federal government Employment and Training Handbook No. 377, August 16, 1988, Section IV Administration, E, 1 (a) which states that state employment security agencies "are required to keep TJTC records (applications, supporting documentation, etc.), including all records for withdrawn certifications, for a period of 5 years from the date of certification, or from the date of issue of the determinations which do not result in a certification. This time period conforms to the Internal Revenue Service Record Retention Requirements for Employment Taxes, which specifies that records be kept for 4 years after employment taxes are due."

#### **PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Workforce Information Services  
Section

**SERIES:** 6288

3

**TITLE:** Utah test research materials

**DATES:** 1952-1986.

**ARRANGEMENT:** Alphabetical by project name

**TOTAL VOLUME:** 25.00 cubic feet.

**DESCRIPTION:**

This series documents the research conducted by the United States Employment Service, Test Development Program into vocational tests such as the General Aptitude Test Battery (GATB). This series consists of material collected from the State of Utah and others. Information includes completed studies, and related material.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 29.

**AUTHORIZED:** 08/07/2013

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

Administrative Historical

This disposition is based upon the potential research value in documenting the history of vocational testing such as the General Aptitude Test Battery as well as Utah's participation in the research project.



**AGENCY:** Department of Workforce Services. Workforce Information Services  
Section

**SERIES:** 6288

**TITLE:** Utah test research materials

(continued)

**PRIMARY CLASSIFICATION:**  
Private

**AGENCY:** Department of Workforce Services. Workforce Information Services  
Section

**SERIES:** 6233

3

**TITLE:** Washington State test research materials and sample data

**DATES:** 1942-1980.

**ARRANGEMENT:** None

**TOTAL VOLUME:** 9.00 cubic feet.

**DESCRIPTION:**

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 29.

**AUTHORIZED:** 08/07/2013

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

Administrative Historical

This disposition is based upon the potential research value in documenting the history of vocational testing such as the General Aptitude Test Battery as well as Utah's participation in the research project.

**AGENCY:** Department of Workforce Services. Workforce Information Services  
Section

**SERIES:** 6233

**TITLE:** Washington State test research materials and sample data

(continued)

**PRIMARY CLASSIFICATION:**

Private